





- 4-Invoice Number
- 5-Celestica Purchase Order and PO Line number
- 6-Name of Celestica Buyer
- 7-Celestica Part Number
- 8-Complete, Clear Description of Goods- Do not use abbreviations or codes -
- 9-Quantity of each shipment shipped
- 10-Number of cartons or skids, weight and dimensions.
- 11-Unit price
- 12-Total invoice price
- 13-Currency of settlement (US dollars)
- 14- Incoterms
- 15- Forwarder & Tracking #

US origin vendors/shipper (those shipping to the consols), a Shippers Export Declaration (SED) or an Automated Export System Record (AES) is required

<http://www.access.gpo.gov/bis/ear/pdf/758.pdf>

<https://www.census.gov/foreign-trade/aes/aesdirect/AESDirect-User-Guide.pdf>

Please forward these documents prior to arrival of shipment to **DSV** dock. Send to the email above and attach a copy on the outside of the shipping carton.

1-Commercial Invoice (please refer to the above international documentation requirements).

2-SLI / EEI

3-Packing List

4-Certificate of Origin

5-USPPI (if necessary for cargo value over USD 2500)

Additional working processes for sending the pre-notification email to DSV Panalpina

1. Email subject (PO#/FedEX tracking number/LAX or ORD)

-e.g. (PO#919000000/Trk#12345678910/ORD)

-In PDF Format

Emails:

- [ORD.ExpAir.Celestica@us.dsv.com](mailto:ORD.ExpAir.Celestica@us.dsv.com) (ORD Hub)

-[US.Celestica-lax@us.dsv.com](mailto:US.Celestica-lax@us.dsv.com) (LAX hub)

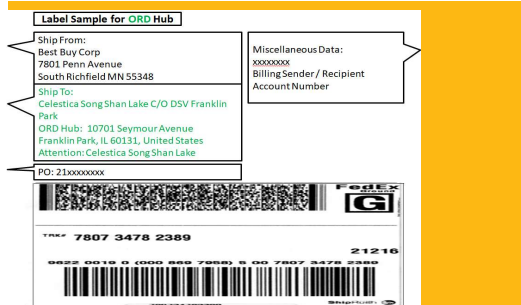
2. Following information listed on FedEx Tracking label (Fedex Domestic Service to DSV hub)

•Celestica (site name) c/o DSV Franklin Park (ORD hub) or Torrance (LAX hub)

-e.g. [Celestica \(Dongguan-SSL\)](#) c/o DSV Franklin Park

•PO#

•By using the correct account number of domestic courier for sites (If Fedex Freight (LTL) on BOL please add Bill To Name/Address i.e "[Celestica \(Dongguan-SSL\) C/O DSV Franklin Park](#)")



- Celestica Hong Kong Ltd. **WILL NOT** accept additional charges incurred in shipping by alternate unapproved carriers without prior authorization from Hong Kong warehouse Dept. All additional costs will be Charged Back to vendor.
- Failure to comply with this instructions will cause delays in the importation process.

### Weight Definitions and Calculations

#### Actual Weight:

- The weight of a package using a standard scale rounded to the next full pound / KG. (Example: a 12 1/2 pound carton will have an "actual weight" of 13 pounds).
- A calculation used to reflect a package's density. The International Air Transport Association (IATA) volumetric standards is used to determine the dimensional weight.
- A calculation used to determine the three-dimensional space the carton occupies: length x width x height measured in cubic inches or cubic centimeters.
- The chargeable weight of the shipment will be the higher of the volumetric weight or the gross weight.

**How to Calculate Volumetric Weight (International air shipments)**

**International Shipments Calculation with Freight Forwarders (Agility, CEVA and Panalpina)**

Imperial (IN / LBS)  $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Inches}}{166 \text{ (International)}}$

Metric (CM / KG)  $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Centimeters}}{6000 \text{ (International)}}$

**International Shipments Calculation with DHL Express, TNT Express and FedEx Express**

Metric (CM / KG)  $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Centimeters}}{6000 \text{ (International)}}$

**International Shipments Calculation with DHL Freight and TNT Economy**

Metric (CM / KG)  $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Centimeters}}{4000 \text{ (International)}}$

**Identifying what your chargeable weight will be:**

**Example - Imperial Calculation**

Actual Pallet Weight = 250lbs  
 Pallet Dimensions = 48 x 40 x 50in  
 Pallet Volumetric weight =  $(48 \times 40 \times 50) / 166 = 693.97\text{lbs}$   
 Chargeable weight of shipment = 694lbs

**Example - Metric Calculation**

Actual Pallet Weight = 150kg  
 Pallet Dimensions = 122cm x 102cm x 120cm  
 Pallet Volumetric weight =  $(122 \times 102 \times 120) / 6000 = 248.88\text{kg}$   
 Chargeable weight of shipment = 249kg

**How to Calculate Volumetric Weight (USA Domestic air shipments)**

Imperial (IN / LBS)  $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Inches}}{166 \text{ (USA Domestic)}}$

**Example - Imperial Calculation**

Actual Pallet Weight = 250lbs  
 Pallet Dimensions = 48 x 40 x 50in  
 Pallet Volumetric weight =  $(48 \times 40 \times 50) / 166 = 578.31\text{lbs}$   
 Chargeable Weight of shipment = 578.5lbs

or

**Example - Imperial Calculation**

Actual Pallet Weight = 600lbs  
 Pallet Dimensions = 48 x 40 x 50in  
 Pallet Volumetric weight =  $(48 \times 40 \times 50) / 166 = 578.31\text{lbs}$   
 Chargeable Weight of shipment = 600lbs

**Length or Girth - (For Domestic USA and International shipments with FedEx, Air and Ground)**

Your Chargeable Weight will be based on the greater between the actual package weight and the Length and Girth of the package.  
 Length - is the largest dimension of the carton or object being shipped. For example, if the package is very tall (height is greater than the base) use the height as the length.  
 Girth - is the sum of 2 times the width plus 2 times the height or the measurement around the largest area of the cylinder (see illustration).

